Dear educators,

Thank you for completing the "Manage Participation" process for ACT and WorkKeys. There are only a few schools that did not complete this required task by the deadline. ACT is following up with those schools via email and phone call this week and next. Test coordinators will now turn their attention to submitting accommodations requests to ACT (deadline: January 12) and placing orders for WorkKeys accommodated materials (deadline January 17). Please read below for resources and tips related to accommodations and preparing for the ACT and WorkKeys test administration.

Tips for submitting accommodations requests – Deadline January 12

- If a student has previously approved ACT accommodations, the requester must manually apply the request to the state test dates in TAA.
- As announced previously, non-college reportable accommodations are not offered.
- Schools can have multiple staff members with the Test Accommodations Coordinator role to enter requests in TAA.
- You will know you have submitted an accommodation request when you receive a confirmation email.
- You will receive an email when an accommodations decision has been made. The email will prompt you to log into TAA to see the decision.
- Log into TAA at any time to review the status of your requests. You can sort the student list by status to see which requests are in review, approved, partially approved, require action, or are not approved.
- Requests that are not approved can be edited for reconsideration until January 26.
- If a request is not approved and you are unsure about what documentation to submit for reconsideration, consult the ACT Documentation Policy or contact the ACT Accommodations team at 800-553-6244 x1788 or actaccoms@act.org.
- Review the List of Allowable Accessibility Supports. Local arrangements (embedded/universal supports) require prior planning but do not need to be entered into TAA. List local arrangements on the Irregularity Report submitted after testing.
- Accommodations resources can be found here: https://dpi.wi.gov/assessment/act/accommodations

Student Data

- DPI will upload student information from WISEdata into PearsonAccessnext on January 9.
- **Please have student data in your local Student Information System up-to-date on January 8** to ensure accurate and up-to-date student information is loaded.

Test Materials

- Test coordinators do not place an order for initial test date, standard time test materials; this order is automatically generated by your student enrollment count in PearsonAccessnext after the student data upload on January 9.
- Orders for ACT-approved accommodations or English learners (EL) supports materials for the initial test date are automatically generated based on approved ACT accommodations in TAA.
- **Test coordinators (TCs) must manually place an order for WorkKeys accommodations test materials in PearsonAccessnext.**
  - Instructions can be found on p. 13 in the PearsonAccessnext User Guide for WorkKeys.
  - The deadline to place WorkKeys accommodated materials order is January 17, 2018.

- The Standard Time Testing material count will populate after DPI completes the Student Data Upload on January 9.
- TCs enter the quantity of WorkKeys accommodations materials needed. After the data upload on January 9, TCs can adjust the quantity of standard time WorkKeys materials.

Recorded Q&A Training Sessions
- Accommodations
- Test Administration, part 1
- Register for Test Administration part 2 – January 18, 2pm

Off-site Testing
- You do not need to be approved to test at an off-site location. However, ACT requires you provide information about the location on your test day administration forms.
- Test materials are shipped to the school. Test materials must be kept secure in the transfer between school and the off-site location.
- See Test Coordinator Manual for guidance on off-site testing (pp. 7-8) and transporting materials (p. 19).
- When testing is complete, you will submit information about the off-site location in the Test Room Report. There is a sample of the form on p. 63 in the test administration manual.
- ACT will send hard copies of the manual and the blank test administration forms when they ship materials in February.

Prepare Your Facility
- Facility Requirements (Test Coordinator Manual pp. 5-9)
- More on Facility Requirements in the Test Administration Manual pp. 4-6

Prepare Your Staff
- Training Testing Staff (Test Coordinator Manual pp. 14-15)
- Training Session Outline and Topics (Test Administration Manual pp. 59-61)

New test administration policies to review
- Lunch break option between multiple choice tests and writing (Test Coordinator manual pp. 3-4)
- Timing code 6 change
- English Learner supports

Invitation to 2018 Wisconsin ACT State Organization Conference
- **Madison Concourse Hotel and Governor's Club** in Madison on **Tuesday, February 13, 2018**
- Based on the theme, "*Make It Happen, Make It Matter*," the event will feature breakout sessions on preparing students for success for both college and career.
- View the agenda to learn more.
- Registration is now open. Register here

Thank you for your contributions to a successful testing experience for all students. For assistance, please contact:

ACT Help Desk
General: 800-553-6244, ext. 2800
Accommodations: 800-553-6244, ext. 1788; actaccoms@act.org

Aspire: 855-730-0400
http://www.act.org/stateanddistrict/wisconsin

General Information and Policies
Jennifer Bell
608-267-7268
jennifer.bell@dpi.wi.gov
https://dpi.wi.gov/assessment/act

Student Data
Phil Cranley
608-266-9798
philip.cranley@dpi.wi.gov

Choice Program and Test Security Issues
Duane Dorn
608-267-1069
duane.dorn@dpi.wi.gov

Wisconsin high school principals, district assessment coordinators, and ACT test coordinators received this email.